



**Code: 9201**  
Family: Public Safety  
Service: Public Safety  
Group: Police Service  
Series: Police General Duty

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## **CLASS TITLE: POLICE FORENSIC INVESTIGATOR I**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, the class is assigned to the Forensic Services Division and provides specialized forensic work by collecting, cataloging, and preserving evidence, related to homicides and Officer involved shootings and performs related duties as required

### **ESSENTIAL DUTIES**

- Searches for, collects, marks, photographs, and preserves evidence and latent fingerprints at crime scenes or any other incident for which the services of the Crime Scene Processing Unit have been requested
- Uses cameras, fingerprint powders, brushes, small hand tools, alternative light sources, and any other equipment necessary to process crime scenes

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Be a Police Officer below the rank of Sergeant and have a minimum of three (3) years of continuous service as a Police Officer with the City of Chicago
- Have a minimum of two (2) years in grade as a Police Officer (Assigned as Evidence Technician) with the City of Chicago
- Be willing and able to perform the duties of a Police Forensic Investigator I, work any watch assignment and change work hours in accordance with collective bargaining agreement
- Must have an acceptable disciplinary and attendance record
- Must meet acceptable medical roll usage guidelines

#### **Selection Process and Training Program**

- Must successfully complete determined selection methods (e.g., written, physical or oral assessment).

#### **Licensure, Certification, or Other Qualifications**

- Must maintain the ability to safely handle and use a Department approved firearm

### **WORKING CONDITIONS**

- Police facility environment
- Crime scenes
- Assignment anywhere within the boundaries of the City of Chicago
- Assignment Duty hours may be any time. Department operates twenty-four (24) hours a day, every day of the year, including weekends and recognized holidays – duty hours are subject change.
- Interact with public in a variety of situations
- Exposure to outdoor weather conditions including extreme weather situations

- Exposure to hazardous or life-threatening situations

**EQUIPMENT**

- Forensic tools and equipment (e.g., fingerprint powders, brushes, alternative light sources)
- Protective equipment
- Cameras
- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

**PHYSICAL REQUIREMENTS**

- Using muscular force to lift, carry, drag, push or otherwise move objects using strength in one's arms, hands, back, shoulders and/or legs
- Using the necessary force to restrain a person when making an arrest
- Quickly bending, stretching, twisting, or reaching out with one's body, arms, and/or legs
- Standing for extended or continuous periods of time
- Sitting for extended periods of time
- Walking for extended periods of time
- Safely and lawfully operating automotive vehicles and associated equipment
- Hearing and recognizing the normal range of sounds in terms of loudness, pitch, tone, patterns or rhythms, or duration
- Remaining alert or vigilant and reacting to infrequent but important events or specific details within a stream of information (e.g., alarms, radio)
- Seeing detail at various distances (e.g., normal reading distance, beyond arm length) and reading ordinary/small print

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Comprehensive knowledge of:

- \*forensic investigative techniques and practices
- \*evidence protection, recovery, and preservation techniques

Good knowledge of:

- \*general powers and authorities of law enforcement officers, including public safety and security procedures and strategies to effectively enforce laws and protect lives and property

- \*federal, state and municipal criminal and traffic laws and ordinances and related departmental policies, directives, and resources
- constitutional and other legal protections associated with investigative and interviewing processes
- notification requirements, systems, and procedures used for internal reporting and communication with external agencies
- processing of persons under Department control, including handling of special populations
- \*geographical locations in the City of Chicago
- \*all police procedures

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Police Officer (Assigned As Evidence Technician) class

### **Skills**

- \*EVIDENCE COLLECTION
- \*CRITICAL THINKING – Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- \*MATHEMATICS - Use mathematics to solve problems
- \*COMPLEX PROBLEM SOLVING – Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one
- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ORGANIZATIONAL AWARENESS AND COMMITMENT - Remain firm in one's allegiance to the Department's core values and faithful in pursuit of the Department's mission despite obstacles or opposition; follow Department policies and regulations and show support for their intent and value; demonstrate positive regard for the Department and personal role; show respect for members in positions of authority; work in a chain-of-command environment
- \*SERVICE ORIENTATION – Actively look for ways to help people
- \*FINE MOTOR SKILLS to work with sources in various conditions of quality, use of tools such as small ones to lift fingerprints

Other skills as required for successful performance in the Police Officer (Assigned As Evidence Technician) class

### **Abilities**

- \*COMPREHEND ORAL INFORMATION – Listen to and understand information and ideas presented through spoken words and sentences
- FOLLOWS DIRECTION-Apply verbal instruction into a practical application
- \*PUBLIC SPEAKING - Make formal presentations before large or small audiences
- \*SPEAKING – Communicate information and ideas in speaking so others will understand

- \*ACTIVE LISTENING – Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- \*COMPREHEND WRITTEN INFORMATION – Read and understand information and ideas presented in writing
- \*WRITE – Communicate information and ideas in writing so others will understand.
- \*MEMORIZATION – Remember information such as words, numbers, picture, and procedures
- \*RECOGNIZE PROBLEMS – Tell when something is wrong or is likely to go wrong
- \*REACH CONCLUSIONS – Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)
- \*MAKE DECISIONS AND SOLVE PROBLEMS – Analyze information and evaluate results to choose the best solution and solve problems
- DETAIL ORIENTATION – Accurately tracking and reviewing significant amount of data points, and accurate record processing

Other abilities as required for successful performance in the Police Officer (Assigned As Evidence Technician) class

#### **Other Work Requirements**

- \*ANALYTICAL THINKING – Analyze information and use logic to address work or job issues and problems
- \*ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks
- \*COOPERATION – Be pleasant with others on the job and display a good-natured, cooperative attitude
- \*CONCERN FOR OTHERS – Demonstrate sensitivity to others' needs and feelings and be understanding and helpful on the job
- \*SELF CONTROL – Maintain composure, keep emotions in check even in very difficult situations, control anger and avoid aggressive behavior
- \*STRESS TOLERANCE – Accept criticism and deal calmly and effectively with high stress situations
- \*PERSISTENCE – Persist in the face of obstacles on the job
- \*DEPENDABILITY – Demonstrate reliability, responsibility, and dependability and fulfill obligations
- \*INITIATIVE – Demonstrate willingness to take on job challenges
- \*INTEGRITY – Be honest and avoid unethical behavior
- \*ADAPTABILITY/FLEXIBILITY – Be open to change (positive or negative) and to considerable variety in the workplace
- \*LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
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